

Job Title	Training Officer
Department	Human Resources
Grade	BS:8
Reports To	Head – Human Resources
Location	34 Main & Hope Streets, South Cummingsburg, Georgetown, Guyana
Objective	The incumbent will be responsible for the planning, developing and coordinating of all internal training programmes. Acts as the liaison and coordinator of training programmes conducted by external training partners.
Job Responsibilities	<ul style="list-style-type: none"> • Conduct training needs analysis and prepare annual training plan. • Design and organize training courses. • Provide information and guidance to management and staff on training events and activities. • Liaise and communicate with training institutions and individuals on the development and execution of training and staff development programmes. • Plan, develop and deliver training and development programmes using knowledge of the effectiveness of various methodologies and other instructional material. • Plan and conduct orientation and inductions session for new staff. • Provide logistical support for training programmes including training materials, audio-visual equipment, refreshments. • Maintain a training catalogue containing employees' information, training completed and future training programmes. • Evaluate the effectiveness of training programmes and make recommendations for improvement. • Prepare training budget and maintain detailed records in relation to training costs. • Prepare training memo and letters for participants regarding Training programme. • Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated. • Ensure that all accidents are documented, investigated and recommended changes are implemented. Provide regular reports to the OSH Committee Members on relevant health and safety activities. • Lead in-house training with employees about health and safety issues and risks such as educating staff on fire safety, the handling and disposal of hazardous substances, and installing and utilizing safety equipment and machinery. • Liaise with external health & safety professionals in the provision of training programmes and health and safety services. • Develop and recommend accident prevention strategies with a view of zero tolerance of Industrial and Environmental Accidents • Ensure that safety inspections are conducted, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed and employees are aware of their responsibilities. • Prepare status reports at the end of the respective reporting periods. • Perform any other related duties.
Job Specifications	<ul style="list-style-type: none"> • Degree in Public Management, Communications or any other relevant discipline with a minimum of three (3) years' relevant experience. • Knowledge of Human Resource Management and Development. • Knowledge of Occupational, Safety and Health legislation. • Comprehensive experience of formulating, implementing and revising Health & Safety policies and procedures. • Gathering, analyzing and reporting on key H&S data/statistics. • Proficient in the use of Microsoft Office. • Organizational, planning and time management skills. • Problem solving, persuasive and negotiation skills.

	<ul style="list-style-type: none">• Leadership, interpersonal skills including oral and written communication, report writing.• Ability to plan, coordinate and prioritise tasks to meet conflicting timelines.• Ability to analyze and interpret Technical procedures, and information• Ability to effectively present information.• Ability to handle safety and health investigations and reports.
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